



**Legal Secretary 2
Business and Professions Division
Olympia, Washington**

Closing Date: November 18, 2005

Monthly Salary: \$2,377 - \$3,004 (DOQ) (Range 38)

Note: This is a non-permanent position anticipated to last 6-9 months.

Mission & Vision

The Department of Licensing (DOL) is an agency that protects the public safety and welfare in all areas we license and regulate, and ensures the fair, timely and efficient collection of state revenue. We are surprisingly innovative, setting new standards of excellence in customer service, consumer protection and public safety. Nearly every Washington State resident interacts with DOL in some way through driver licensing, vehicle or vessel tabs, or for professional business licenses. The Department of Licensing employs more than 1,200 people in over 60 locations statewide. The Department of Licensing is an organization invested in innovation and positive change. Our commitment to customers extends beyond delivering surprisingly innovative customer service to the community, but is also revealed through the agency's extensive leadership training programs and activities. The Department strives to create a working environment that encourages creative leadership, teamwork, and respects cultural and ethnic diversity. DOL is committed to equal opportunity employment and supports diversity in the workplace. We promote employee participation and recognition by our belief in **shared knowledge, shared success**. To learn more about our agency, please visit our website at: www.dol.wa.gov.

Principal Responsibilities

This position serves provides administrative support to the Legal Support Section and acts as the central point of contact to receive, organize, track, act upon, and disseminate legal and potentially sensitive information and correspondence to involved parties. The Legal Secretary 2 also prepares all legal forms, correspondence, court filing, and notifications necessary for presentation by staff attorneys. This position examines legal documents to ensure legal deadlines and due process requirements are met. The incumbent is responsible to alert attorneys of upcoming hearing commitments and items needing their attention.

The Legal Secretary 2 coordinates prepares weekly hearing schedules hearings and trial appearances in consideration of the docket, availability of attorneys, Administrative Law Judges, and fair hearing coordinators. The incumbent is further responsible to coordinate all aspects of arranging for interpreters as necessary.

Administrative duties also include time and attendance keeping for the unit and preparing expense vouchers, time sheets, and service agreements for staff attorneys.

Working conditions:

Incumbent must be willing and able to

- Move or relocate objects weighing approximately 35 pounds
- Work several hours a day sitting at a desk using a computer system.
- Accommodate changing critical deadlines with short notice.

Knowledge, Skills, Abilities, & Qualifications

Required:

- Previous experience in providing legal administrative support.
- Knowledge of differences in function and procedure for trial courts, appellate courts, and administrative hearings.
- Proficiency in MicroSoft Office products such as Word, Excel, Powerpoint, Access and Outlook.
- Ability to prioritize and perform multiple tasks in the same timeframe, handling interruptions appropriately, and following up to complete tasks.

Desired:

- Ability to set up archiving, manage records retention, and otherwise devise and maintain effective system for collection, storage and retrieval of records.
- Knowledge of electronic storage practices and procedures.

Compensation

This position is in the general government service, with a monthly compensation of \$2,377-\$3,004 depending upon qualifications. We offer a solid benefits package that includes a state retirement plan, deferred compensation, 11 paid holidays, paid vacation and sick leave, and a full array of health, dental, life, and long-term disability insurance coverage. This position is in the WFSE bargaining unit and as a condition of employment you will be required to become a member or pay a fee as outlined in the Master Agreement.

Application Procedure

Initial screening will be based on all of the application materials submitted.

Application materials must be submitted by 5:00 on the closing date of November 18, 2005 and should include:

- A [Washington State job application](#)
- A letter of interest describing your knowledge, skills and abilities as they relate to the criteria outlined in this announcement and how you became aware of the announcement.
- A list of three professional references with current telephone numbers and addresses.

To submit electronically, send to: HRrecruit@dol.wa.gov

Please indicate in the subject line of your e-mail correspondence: #05-91G Legal

Or mail to:

Human Resources Office
Attn: Recruitment 05-91G
Department of Licensing
PO Box 6007
Olympia, Washington 98507-6007

Persons with a disability who need assistance in the application process or those needing this announcement in an alternate format may call (360) 664-1510 or TTY (360) 664-9492. The Washington State Department of Licensing is an equal opportunity employer and encourages all qualified persons including disabled and Vietnam era veterans, women, racial and ethnic minorities, people with disabilities and persons over 40 years of age to apply.